

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, JULY 7, 2022, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Leif Johansson, Councilmembers Michelle Serres, Phyllis McWhorter, and Vickie Gabelson.

TOWN EMPLOYEES PRESENT: Town Attorney Mike Roberts, Clerk/Treasurer Ashley Masselink, Officer Lanette Rosacker, Maintenance Employee Roger Chizek, Maintenance Employee John Laux, Community Events Director Monte Thayer, and Kassey Westring with North Fork Engineering.

PLEDGE OF ALLEGIANCE: Mayor Johansson led everyone in the pledge of allegiance.

OPENING OF MEETING: Mayor Johansson called the meeting to order. Councilmember Serres moved to approve June 16, 2022, council minutes. Seconded by Councilmember Gabelson, motion passed unanimously.

APPROVAL OF THE AGENDA: Councilmember McWhorter moved to approve amended agenda for tonight's meeting. Seconded by Councilmember Gabelson, motion passed unanimously.

PROJECT UPDATES: Kassey Westring with North Fork Engineering shared with Council the WWDC (Wyoming Water Development Commission) project information. Westring shared there are three levels the Town can go through to complete. Level one is a reconnaissance study of inventory of systems which is 100% funding covered by WWDC. Level two is feasibility studies and choosing the direction to go forward with 100% funding covered by WWDC. Level three is the construction phase which is covered partly by WWDC and partly by the Town. The application is due by March 1 every year. Westring shared the Town could put in for March 1 in 2023 and then move forward to level two in 2024.

Councilmember McWhorter asked if it is necessary to do a workshop on filling out the application, and Westring shared it is not necessary as it is just filling out the paperwork and if needed North Fork is willing to help.

ZONING, TREE, RECREATION BOARD: Rick McWhorter shared with Council pictures of Lawrence Cyr property showing Council what Cyr would like to do for his fence. R. McWhorter shared the fence on 8<sup>th</sup> street would go up to the sidewalk with a four-foot fence in the front. R. McWhorter shared Cyr would like to go in 5 ½ feet in on Monroe Street and the fence would go through the two trees on his property.

R. McWhorter shared that ordinance states since 2002 that the Town Hall will have a plat map for residents to use. R. McWhorter shared there is not a plat map at the Town Hall as he tried to get one and the clerk didn't have a plat map. McWhorter shared that during the zoning meeting the zoning board had a plat map. R. McWhorter wanted to know where the map that the zoning board have come from and why the Town didn't have one. Council discussed that Jason Knopp brought a plat map to a Council meeting previously but they to did not know where the plat map was.

Masselink shared she would send maintenance employee Chizek to get five copies of a plat map. One for the Town Hall, one for residents to use, one for maintenance, one for zoning board and one spare.

R. McWhorter asked if resident Cyr could build his fence and it was determined the plat map was

Councilmember Serres asked if AC Tree Service has been called to have them come out and trim trees. Masselink shared she would call them and get on the list.

**MUNICIPAL JUDGES:** Councilmember McWhorter moved to approve the June 2022 judges report in the amount of \$69.00. Seconded by Councilmember Serres, motion passed unanimously.

**FIRE DEPARTMENT:** Clerk/Treasurer Ashley Masselink shared that Fire Chief Gene Goetz would be ordering the skid on Friday. Masselink shared the information for the skid was put in the Council packets if they had any questions. Councilmember Serres moved to approve purchasing a skid for the fire truck in the amount of \$15,330.00. Seconded by Councilmember McWhorter, motion passed unanimously.

**WATER DEPARTMENT:** Masselink shared that the Consumer Confidence report was submitted a few days late but was submitted. Masselink also shared that the aqua flow station is giving more water than what is being recorded as residents are sharing if their tank is 500 gallons, they are only saying to get 375 gallons but are getting a full tank of 500 gallons. Maintenance employee Laux shared he has done everything he knows how to do and that he would call Aqua flow to see if they can fix it.

Laux requested approval for the purchase of the Biolyneus bugs in the amount of \$2,972.82 plus shipping. Councilmember McWhorter moved to approve purchasing the Biolyneus bugs in the amount of \$3,500.00 to include the \$2,972.82 plus \$300.00 to \$500.00 dollars for shipping. Seconded by Councilmember Gabelson, motion passed unanimously.

**TOWN BUILDINGS:** Councilmember McWhorter asked if the school AC units have been looked at by Sheet Metal Specialties and Chizek shared no he would call them and in the meantime he could switch the system to cool.

Councilmember Serres asked if the Christmas lights people have been called since they forgot about the Town last year. Laux shared he would get a hold of the Christmas Tree lighting people.

Councilmember McWhorter asked if the gas line on the post office was fixed by Richardson and Chizek shared it has not and he told Jason Knopp so he can have Richardson come out and fix it. Chizek shared Knopp also gave him information about the elevator so he can call and have it looked at. Johansson shared it would be nice to have the elevator fixed before July 20 meeting.

Mayor Johansson shared that the maintenance department would need to hook up at least one tv before July 20 for the meeting.

Laux shared that him and Chizek are going to a water class in Saratoga on July 13 the class would be from 10 am to 3 pm. Laux shared they would not ask for the summer help to come in that day as they would be gone.

**RECREATION/EVENTS DEPARTMENT:** Community Events Director Monte Thayer addressed the lease agreements and deposits that have not been completed as of July 1. Masselink asked if Thayer had Steve Sondergard's lease completed as he came in today to get it signed. Thayer shared that no it was not completed to date and that it would probably not be completed by tomorrow. Masselink shared someone needs to get a hold of Sondergard as he was under the impression it would be ready for him to sign the lease as he came into the office and talked to the mayor.

Roberts shared that there are a lot of changing that Sondergard wanted to make changed in the lease and Robert needed for legal purposes why these changes were needed. The council discussed that later in the meeting they could come back to the lease agreement for Sondergard

Thayer shared he needs to get contact information for the Mason's, but Thayer did talk to them and they might not have to move after all but would still like to put down for the school just in case.

Thayer shared the seniors have requested to come back to the council chambers as they are tired of moving from place to place. Mayor Johansson shared there is no cooking in the kitchen as there is not a health certification for the kitchen. Masselink shared she would just ask that the seniors don't overflow into the office as the clerks have work to do as well. Thayer shared he would notify the seniors and they would come in two weeks as he figured things wouldn't be ready yet.

Masselink requested approval to amend the FY 23 budget by adding \$6,000.00 to recreation equipment for the donation from Holly Frontier Sinclair Refinery for the pipe and drape. Councilmember McWhorter moved to approve amending the FY 23 budget by \$6,000.00 in the recreation equipment. Seconded by Councilmember Serres, motion passed unanimously. Thayer shared the pipe and drape was ordered and the check will be mailed out on Friday with Yvonne Johnsons help. Masselink confirmed this was in the bills for approval for tonight's meeting.

Thayer shared the Rocky Mountain Power grant is still out there but if awarded the grant he would like to get nice chairs.

Thayer shared he is doing good at the recreation hall he is averaging 8 kids a day he has had a little as 6 kids a day to 15 kids a day. Thayer shared last week June 29 the field trip with the seniors and the kids was hit. The senior asked a lot of questions which delayed the lunch for the kids. He also shared that on June 22 there was a field trip to Encampment Museum and the Indian bathtubs. Thayer shared that June 15, there were 9 kids that went to the Little Snake Museum in Savory. The school has been bringing lunches for the kids during these days so everything has been cost free.

Thayer shared he loaded up the van for the Sinclair picnic as the Town was invited to it. HF Sinclair put on a wonderful picnic with inflatables and rides and the kids had a ball.

Thayer shared he has some field trips planned in July a fish hatchery, Lake Marie, art murals, and maybe a swimming day. August 1<sup>st</sup> will attend the county fair for the energy day 1 to 4 pm. He is also getting a bike rodeo in this summer and a golf day. Thayer is talking with a few people to get clubs small enough for kids to use.

Thayer shared he took the seniors to a luncheon the week before last. July 27 is the senior lunch and Thayer shared the town has provided the meat for that. Thayer was unsure if the meat comes out of their budget or the Towns budget. Masselink shared it comes out of senior budget and not the towns. Thayer shared trips are as follows; casino trip on August 3<sup>rd</sup>, August 6<sup>th</sup> trip to the Candlelight Dinner Playhouse, August 17 will go to Grand Encampment Museum and possibly Bush Creek Ranch tour.

Prison movie went well sold out with 160 tickets and 25 comp tickets figure 168 people in the theater that night there was some that didn't show up, but the show was sold out.

Thayer shared July 19 there will be a project with project award and the Carbon County School District that has to do with substance abuse and mental illness. During this time a film will be played about an NBA player who lost their career in basketball due to substance abuse. Thayer will also show a film he made when he worked at the prison about a guy who did meth and seven days later committed murder and is in prison for the rest of his life. There will be a panel of experts for the community that will be there and answering questions. Thayer shared Izabela Tysver and Jeff Sanders will be two people on the panel that will answer questions. This event is free in the hopes this will help kids, families and anyone in the community that might want to attend

Thayer shared on September 10 Burning Bridges will be returning for a concert again. August 26 he is working on trying to put together a free concert. Thayer has put in a for a grant with Holly Frontier Refinery for money to help pay for 90% of the concerts and the town pay the other 10%.

Thayer shared he has been asked to put together a candidate forum for the residents running for office in Sinclair for the next election. Thayer shared that he might be able to get something put together for mid-August but before October.

Thayer shared that there was a CPR class he held on June 21 and four people attended.

Thayer shared he has drafted up a survey for the residents of the town to fill out and send back to him so he can find out what residents want to see happen in the town. He shared he would one day print them off and walk them around door to door with the kids that go the recreation center.

Thayer shared he would like to see a donation plaque put up that shows who donated and how much was donated. This could show people that don't donate \$500.00 for the chairs but still want to donate and their names are displayed.

July 20 emergency management has a meeting and training. On July 13 the Carbon County Leadership program would like to use the theater and recreation center for graduation. This program is a 6-month program for future leaders of the county. Johnson shared there will be no more than 25 people for the graduation she doesn't have a speaker at this time but would like to use the theater for the speaker to speak and recreation center for banquet. Councilmember Gabelson moved to approve the Carbon County Leadership to use the theater and recreation center for their graduation. Seconded by Councilmember Serres, motion passed unanimously.

Councilmember Gabelson shared that the parking situation for the theater is needing to be addressed as when the town has big events there is not a lot of parking. A discussion was held on parking needs and what the town could do to address the parking needs.

FINANCIAL DEPARTMENT: Clerk/Treasurer Ashley Masselink requested approval to amend the administrative budget by \$37,000.00. Councilmember McWhorter moved to approve amending the administrative budget by \$37,000.00. Seconded by Councilmember, motion passed unanimously.

Masselink shared that Wyoming Community Gas sent a check in the amount of \$3,780.42 for the 2021 Community Contribution. Council discussed some ideas the Town could use the money for. Masselink requested approval for renewal of Sophos in the amount of \$1,197.41. Councilmember Serres moved to approve the renewal for Sophos in the amount of \$1,197.42. Seconded by Councilmember McWhorter, motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts shared he really didn't have anything besides the lease agreement for the Sondergard. The Council discussed that there are some changes that are being asked to be made to the lease agreement for the school from Mr. Sondergard but that the Town Attorney was unsure why these changes needed to be made. Roberts shared the Town needs to know if this is a nonprofit or for profit as that would change the lease completely. Roberts shared eh would call Sondergard and get with him on the changes that he is wanting to have made and then bring back a better lease for the council to look at.

UNFINISHED BUSINESS: Mayor Johansson shared he was asked by Jim Haldorson if he could use Town equipment and spray for mosquitoes at the Sinclair Golf course for the company picnic. Johansson said he told Jim that was fine but that the refinery needed to pay Jim for spraying not the Town. Councilmember Serres shared the Town needs to pay for the spraying and send the

should not be on water restriction as Rawlins should be supplying Sinclair with their water like in the water rights agreement.

Mayor Johansson shared he will be having a meeting tomorrow at 1 pm in Rawlins with the City Manager.

Laux shared if anything is passed onto Rawlins is that he is embarrassed calling around telling people the Town has no water and that it is out of his hands.

Masselink shared the Town is lucky to have such good neighboring business like Stinkers store. Masselink shared that Dawn Hays the store manager shut down the food part of the store and ordered porta potties. Masselink shared the store took a hit financially from not having any water the town needs to think about other things as well not just that the town should not have to be on restrictions.

Roberts shared he would put together a resolution for the water restrictions and bring it to the next council meeting. He also shared we would need to go above and beyond to notify residents of the resolution like putting it on the water bills posting it in the post office and everywhere.

Councilmember McWhorter asked if the council was going to step up a workshop to go through the ordinances and Councilmember Serres shared the Council should complete the personal handbook for the employees first.

BILLS: Councilmember McWhorter moved to pay the bills and to accept them for payment. Seconded by Councilmember Serres, motion passed unanimously.

Mayor Johansson adjourned the meeting at 7:52 pm.

The next regularly scheduled council meeting will be held on July 21, 2022, at 5:30 p.m. in the Council Chambers of the Town office building.

The Council Meetings are recorded sessions available for public view at Townhall office.